

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

SUPERVISING PROFESSIONAL ENGINEER

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Supervising Professional Engineer is the third level in a three level Engineering series. Incumbents are responsible for supervising professional and support staff in the execution of engineering activities and operations, performing complex engineering work, and managing engineering projects.

The Supervising Professional Engineer is distinguished from the Professional Engineer by its first-line supervisory responsibilities.

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Supervises professional Engineering staff and support staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring/ <u>promotional</u> , termination, and disciplinary recommendations. | Daily
10% |
| 2. | Supervises the day-to-day engineering operations in assigned area of responsibility, which includes: planning, coordinating, administering, and evaluating programs, strategies, processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and, ensuring compliance with <u>all</u> applicable Federal, State, and local laws, regulations, codes, and/or standards. | Daily
20% |
| 3. | Supervises and participates in performing specialized, complex professional engineering work related to civil, electrical, fire protection, geotechnical, structural, mechanical, sanitary or traffic engineering activities involving the review of <u>public works project</u> plans and specifications for compliance with applicable Federal, State, and local codes, regulations, standards, and accepted engineering practices. | Daily
20% |
| 4. | Supervises and participates in the preparation and maintenance of a variety of complex engineering records, files, reports, and/or other related information related to operational activities for the division. | Daily
10% |

Deleted: of buildings, structures or utilities engineering systems

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY
5.	Responds to a broad range of requests for information, service, concerns, or complaints from citizens, businesses, government agencies, and/or other interested parties regarding a variety of engineering-related issues and provides expert level guidance and direction; gathers and analyzes engineering, architectural, and/or mechanical data in order to respond to complaints from citizens; makes recommendations for solutions based on research findings.	Daily 10%
6.	Supervises and participates in complex engineering studies in assigned area of responsibility.	Daily 10%
7.	Participates in coordinating and monitoring division and associated capital budgets, including preparing cost estimates for budget recommendations and monitoring project expenditures.	Weekly 10%
8.	Supervises the creation, updating, and maintenance of a variety of reference materials, manuals, and brochures, which may also include forms, checklists, plats, board packets, reports, and/or other related information.	Weekly 5%
9.	Participates in a variety of meetings, committees, and/or task forces to provide expert-level technical engineering advice and information based on assigned area of responsibility and based on analysis, review, and critique of development projects and plans.	Weekly 5%
10.	<u>Negotiates, administers and maintains consulting agreements/contracts for a variety of related projects, which includes: updating master plans, construction management, design, construction of projects, responding to complex technical inquiries; approving payments within established guidelines; monitoring project budgets; monitoring conformance with project timelines and fiscal constraints; and/or, performing other related activities.</u>	
11.	Performs other duties of a similar nature or level.	As Required

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Training and Experience (positions in this class typically require):

- Bachelor's Degree in Engineering and five years of related engineering experience as a registered Professional Engineer are required;
- OR
- An equivalent combination of education, experience and licensure sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (positions in this class typically require):

- Basic Class C License
- Registered Professional Engineer (PE)

Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles;
- Advanced engineering principles and practices in assigned area of responsibility;
- Construction principles and practices;
- Applicable Federal, State, and local laws, codes, rules, regulations, and design and installation standards;
- Advanced mathematical concepts;
- Research methods;
- Customer service policies, principles and practices;
- Budgeting principles;
- Project management principles;
- Engineering terminology in assigned area of responsibility;
- Analytical methods and techniques.

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Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff;
- Prioritizing and assigning work;
- Training employees in proper work methods;
- Reading and interpreting a variety of complex engineering documents, including blueprints and schematics;
- Performing complex mathematical calculations;
- Presenting technical information to a non-technical audience;
- Managing projects;
- Developing and administering budgets;
- Reading and comprehending highly technical or specialized materials;
- Interpreting and applying applicable laws, codes, rules, regulations, and design standards;
- ~~Using a computer and utilizing AutoCAD, ArcINFO, GIS, and/or related software applications;~~
- ~~Preparing engineering documents;~~
- Interpreting and comprehending highly technical engineering plans;
- Analyzing and evaluating the relevance and importance of theories, concepts, and principles;
- Applying independent judgment, personal discretion, and resourcefulness to interpret and apply guidelines;
- Providing customer service;
- ~~Gathering and analyzing information and making recommendations based on findings and in support of organizational goals;~~
- ~~Negotiating skills;~~
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to ~~give and~~ receive work direction.

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Physical Requirements:

Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)
Date: 12/2007